



**ENGINEERING PERMIT SHEET**  
**CITY OF ST. HELENS • ENGINEERING DEPARTMENT**

APPLICATION SUBMITTAL DATE \_\_\_\_\_

☐ PERMIT ISSUED  
PERMIT NUMBER \_\_\_\_\_

☐ PLANS APPROVED \_\_\_\_\_  
DATE \_\_\_\_\_

PERMIT TYPE

☐ Plan check      ☐ Permit for Const.      ☐ Right of Way      ☐ Pavement Disturbance

TOTAL DUE

Plan Review/permits \$ \_\_\_\_\_  
(date) \_\_\_\_\_  
Construction Permit \$ \_\_\_\_\_  
(date) \_\_\_\_\_

TOTAL PAID

Plan review/permits \$ \_\_\_\_\_  
(date) \_\_\_\_\_  
Construction Permit \$ \_\_\_\_\_  
(date) \_\_\_\_\_

Receipt No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

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**APPLICANT'S SECTION** (APPLICANT IS TO COMPLETE ITEMS 1-6)

1. NAME OF PROJECT: \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ OR \_\_\_\_\_ LEGAL DESCRIPTION \_\_\_\_\_

2. OWNER/DEVELOPER: \_\_\_\_\_

NAME

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ PHONE \_\_\_\_\_

3. OWNER'S ENGINEER: \_\_\_\_\_

NAME

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ PHONE \_\_\_\_\_

4. CONTRACTOR: \_\_\_\_\_

NAME

PHONE

CITY BUSINESS LICENSE

5. PROJECT'S CONTACT PERSON: \_\_\_\_\_

NAME

PHONE

6. ENGINEERS ESTIMATED PROJECT COSTS (See attached engineer's estimate or work sheet)

A) PRELIMINARY ESTIMATE FOR PLAN REVIEW .....\$ \_\_\_\_\_

B) FINAL ESTIMATE AS REVISED AFTER PLAN REVIEW FOR CONSTRUCTION PERMIT .....\$ \_\_\_\_\_

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7. FEES (Ordinance No. 2885):

A) PLAN CHECK FEE (1% of engineers preliminary estimate 6-A above)\* ..... \$ \_\_\_\_\_

C) RIGHT OF WAY PERMIT (\$50.00, fee waived for work less than \$1000 or part of Const. Permit)\* \$ \_\_\_\_\_

D) PAVEMENT DISTURBANCE FEE (\$50.00, fee waived for work less than \$1000 or part of Construction Permit) ..... \$ \_\_\_\_\_

**TOTAL** ..... \$ \_\_\_\_\_

8. FEES (Ordinance No. 2885)

A) PERMIT FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS (2% of engineer's final estimate 6-B above)\* .....\$ \_\_\_\_\_

**TOTAL** ..... \$ \_\_\_\_\_

\*Includes but not limited to all public infrastructure costs. (e.g. streets, underground utilities, street lights, sidewalks, driveway aprons, wheelchair ramps, engineering, etc.)

9. I, \_\_\_\_\_ (owner) do hereby agree by my signature below that a response on the above mentioned project may not be received, either verbally or in writing by the Engineering Department until 10 days from the signature date by the owner or his authorized agent. I further agree to comply with the above described plans and specifications as herewith approved by the Engineering Department and also with all rules, regulations, ordinances and resolutions pertaining to construction within Public R.O.W. or dedicated easements.

\_\_\_\_\_  
OWNER/DATE

☐ **CORRECTIONS REQUESTED**

Date \_\_\_\_\_

1. Revise and resubmit for plans approval.
2. Plans approved subject to corrections of items on attached sheet.

☐ **PLANS REVIEW EXPIRATION NOTICE**

Ninety (90) days has elapsed since the construction plans you submitted on the above date were approved resulting in the expiration of your plan review approval. Enclosed you will find a copy of your construction plans. Prior to beginning construction on this project the construction plans shall be reviewed for finalization. A revised plan review application shall be completed and the fee paid prior to review.

☐ **PERMIT EXPIRATION NOTICE**

One hundred and eighty (180) days has elapsed since the "Permit for Construction of Public Improvements" was issued and work has not commenced resulting in the expiration of your permit approval. Enclosed you will find a copy of your Construction Permit. Prior to beginning construction on this project the construction plans shall be reviewed for finalization and a new Permit for Construction of Public Improvements issued. A revised plan review application and construction permit shall be completed and the fees paid prior to review and construction.

☐ **PERMIT ISSUED**

I, \_\_\_\_\_ do hereby agree by my signature below to assure that myself and all subcontractors under my direction and working on the above project shall have a valid City business license and hereby agree to forfeit all fines and penalties for failure of same. Such forfeiture will be with-held from my payment or retainage or added to the total cost of the permit. I have read and understand the City's "Engineering Department Public Facilities Construction Standards Manual".

**PLANS REVIEW/PERMITS**

\_\_\_\_\_  
ENGINEERING DEPARTMENT/DATE

\_\_\_\_\_  
CONTRACTOR/DATE

**CONSTRUCTION PERMIT**

\_\_\_\_\_  
ENGINEERING DEPARTMENT/DATE

\_\_\_\_\_  
CONTRACTOR/DATE